

City Council Regular and Special Meetings, April 9, 2002

Twin Pines Senior and Community Center, 1223 Ralston Avenue

REGULAR MEETING - 8:00 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Metropulos, Cook, Wright, Bauer, Warden

COUNCILMEMBERS ABSENT: None

Staff Present: City Manager Kersnar, Assistant City Manager Rich, Acting City Attorney Reubens, Community Development Director Ewing, Acting Public Works Director Jones, Finance Director Fil, Police Chief Janke, IT Manager Harnish, Human Resources Director Dolan, Deputy City Clerk Harrington

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Mayor Warden announced that at the Closed Session on March 26th, direction given, no action taken.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Mr. Lawhern, 408 Hiller, thanked the Police Department for donating 25 years worth of yearbooks from Carlmont Highschool and Ralston Middle School to the Historical Society. He noted that for future discussions of the Bullet train and Electrification proposals could have a drastic affect on downtown. He suggested putting the rail line along the freeway.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

C. Metropulos, announced he spent time at the One Stop Permit Center and was impressed with how it operated.

C. Warden announced the Library would have a Cinco de Mayo celebration on April 30th.

AGENDA AMENDMENTS

4-C Written Communication pulled for separate Consideration

CONSENT CALENDAR

Approval of meeting minutes: Regular Meeting, March 12, 2002; Special Meeting, March 13, 2002; and March 20, 2002.

Approval of Warrant Lists Dated: March 22, 2002 in total amount of \$181,058.60 and dated April 1, 2002 in total amount of \$214,519.72.

Motion to approve Claims Management Report. (None)

Resolution No. 9218 Approving the Purchase of a Hewlett Packard 1050C Color Plotter in the amount of \$7,571.01 from Bay Reprographics.

Resolution No. 9219 approving the purchase of a Bobcat 14" Mill Asphalt/Concrete Planer with Bobcat Water Kit for the Public Works Department from Bobcat West for an Amount not to Exceed 8,062.46.

Motion Accepting Status Report on Proposition 14 - Library Grant Application.

Resolution No. 9220 approving award of Contract to Insituform Technologies, Inc. for the amount of \$478,999.50 for the Sanitary Sewer Rehabilitation Project – Basins 9,11,12 & 15 Pipeliners, City Contract Number 400. (continued from 3/26).

Motion confirming appointment of Ray Davis as Public Works Director.

Consent Calendar approved as amended on motion by C. Cook, seconded by C. Bauer, and approved unanimously, by show of hands.

PULLED FROM CONSENT CALENDAR FOR SEPARATE CONSIDERATION:

Consideration of Written Communication 1). Rec. 3/25 Notice of Filing of Nuclear Decommissioning Cost Triennial Proceeding Application for an electric revenue increase from PG&E.

C. Bauer noted this was a notification and not an endorsement by the City Council. He stated this item was to decommission Diablo Canyon, which was a Five Billion Dollar project, with additional maintenance costs that affected PG&E's rates. He pulled the item from Consent Calendar to make sure everyone was aware of the costs that the public will pay to PG&E.

Action: on motion by C. Bauer, seconded by C. Wright and approved unanimously, by show of hands, to receive the Written Communication.

OLD BUSINESS

Adoption of the Council Priority Calendar.

Assistant City Manager Rich stated this was the final step for setting the City Council and staff workplan for the next six months. He outlined the suggested actions for Council to take and recommended Council establish 5 to 12 items in the Tier One and Tier Two Priorities List. He noted these special study issues were above and beyond the day to day service delivery of staff.

C. Bauer suggested considering the priorities that required less time to complete.

C. Warden was concerned that there was approximately \$354,000 worth of contract work, when the city recently reduced the General Fund by \$500,000.

Assistant City Manager Rich stated that this process was taken independent of the budget, some costs were budgeted, however not all of the projects were currently budgeted. Council could make budgetary adjustments for the projects.

C. Warden was concerned about reviewing the Council Priority Calendar every six months as it related to the yearly City Budget.

C. Wright suggested selecting the 5- 12 projects that were the highest priority of this City Council for the next two years. If an item came to Council's attention after the list was determined, then they would have to decide which item to lower on the list to make room for the new item.

C. Warden stated that he preferred to stay with the six month cycle so they could respond to future items in a timely manner.

City Manager Kersnar pointed out that the City Council has a \$100,000 Contingency Fund for unanticipated expenditures, smaller projects could be completed with this fund.

Mr. Lawhern, 408 Hiller Street, noted the list covers various city agencies. He stated the top five projects the community wanted was Fire Station 14, Police Facility, Implementation of RDA Bond Prioritization, Library, Bicycle/Pedestrian Bridge.

C. Wright stated the purpose of the list was to communicate with the constituents.

C. Metropulos stated he thought the list narrowed down to doable projects.

Action: on motion by C. Wright, seconded by C. Cook, and approved unanimously, by show of hands to approve the Project Description Forms.

Action: on motion by C. Wright, seconded by C. Bauer and approved unanimously, by show of hands, to approve the Council Priority Calendar

Action: on motion by C. Wright, seconded by C. Cook, and approved unanimously by to show of hands to cancel the First City Council meeting in July.

C. Bauer noted that the Athletic Fields were not on the list and they need to be addressed before the fields become hazardous and have to be closed down.

In response to C. Metropulos, City Manager Kersnar stated that each project is in a different stage of work. Some projects will require more council involvement than other projects.

City Manager Kersnar reviewed the list and the updated the progress for each item:

Fire Station 14, Police Facility- Council to consider options at the April 23 meeting, 101/Ralston Interchange- scheduled to be in construction next year, Bike Pedestrian Bridge- working on funding, Performance Budgeting- in the middle of development, Implementation of the RDA Bond Priorities - discussed at the Redevelopment Agency meeting held earlier this evening, Reengineering the Development Review Process-Permit Center open , Harbor Industrial Area -getting close to making decisions regarding annexation in that area, General Plan Update Visioning Process- scheduled to begin next fiscal year, New Library -Grant application due in June, LMI Housing Strategy- awaiting approval of our Housing Element, should begin the process this summer, Traffic Policies- received the origin/destination study and the new Public Works Director will continue work on this.

Action: on motion by C. Wright, seconded by C. Bauer, and approved unanimously by show of hands to approve (in no particular order) Fire Station 14, Police Facility, 101/Ralston Interchange, Bike Pedestrian Bridge, Performance Budgeting, Implementation of the RDA Bond Priorities, Reengineering the development review process, Harbor Industrial Area,

General Plan Update Visioning Process, New Library, LMI Housing Strategy, Traffic Policies as the Top 12 "Tier One" Projects.

8:44 P.M. Recess called

8:48 P.M. Meeting resumed

NEW BUSINESS

Restructure of the Finance Department to Performance Budgeting

Assistant City Manager Rich stated this was the third department to restructure to performance budgeting. This would be the final department to restructure for the Fiscal Year 2003 budget.

Finance Director Fil stated the Finance Commission and entire Finance Department were involved in this project.

Mission Statement: Support the delivery of city services by managing financial resources in a thorough, responsive and accurate way that safeguards assets, promotes a system of internal controls, complies with laws and regulations, and maintains the public trust.

Finance Director Fil stated their primary goal was to support the delivery of city services, they insure there is an uninterrupted flow of services provided by the other city departments. This is achieved through prudent management of financial resources. He outlined the three key attributes: 1). Thoroughness to build confidence and trust. 2). Responsiveness, to be able and ready to provide quality services. 3). Accuracy, people must be able to rely on the information that Finance provides. An element of accuracy is a system of internal controls, to provide for checks and balances of the system.

Action: on motion by C. Bauer, seconded by C. Cook and approved unanimously, by show of hands to approve the Mission Statement.

Finance Director Fil stated that there were three major cycles to the financial process, Cash Receipts, Cash Disbursements, and accounting and reporting for those funds. The measures were designed around the cycles.

Finance Director Fil outlined the Measures and the Weights proposed for each Measure:

1. The average time for processing receipts is X days. Weight of 5.

2. X % of payments are made within Y days. Weight of 5.
3. X% of audit options are unqualified and the average time for publishing reports is X days. Weight of 5
4. The customer satisfaction rating is X%. Weight 4.
5. The budget/cost ratio is at least 1. Weight 3.
6. The three-year rolling average of claim payment as a percent of claim demands is X% and the rolling three-year average total claims is X. Weight 2

Finance Director Fil stated that he recommended using 3 years for measure 6 to smooth out anomalies, cited a spike in claims during the El Nino winter.

He further stated that data will be accumulation to fill in the Xs and that will be the basis to compare in the future budgets.

In response to C. Cook, Finance Director Fil stated that customer satisfaction would flow through the top measures. He thought customer satisfaction would improve if the other measures were achieved.

City Manager Kersnar clarified that customer satisfaction was more important in departments that worked directly with the citizens, the customer base for finance was primarily vendors, employees and councilmembers.

C. Warden and C. Metropulos agreed that Finance would attain customer satisfaction by achieving the first three measures.

C. Cook stated this was a great tool to show what Finance does and that a lot of hours were spent behind the scenes to present this to council.

Action: on motion by C. Wright, seconded by C. Cook and approved unanimously, by show of hands to approve the Measures as presented.

Action: on motion by C. Cook, seconded by C. Bauer and approved unanimously, by show of hands to approve the Weights as presented.

MATTERS OF COUNCIL INTEREST/CLARIFICATION

Consideration of Land Use Assessment along Highway 101/El Camino Real Transportation Corridors– P³.
(Bauer)

C. Bauer stated he was interested in Belmont pursuing an active roll in the Peninsula Policy Partnership (P³). C. Bauer stated that he attended a meeting with Mayor Warden, City Manager Kersnar, Deberah Bringelson, and Christine Leslie of Samceda/ P³ to discuss and clarify what it was and how it could benefit Belmont. P³ is partnering with Cities to develop the "Golden Corridor" along El Camino Real throughout San Mateo County. C. Bauer thought the P³ consultant, Mr. Fred Kent would be a good resource when Belmont redevelops the El Camino Corridor and downtown. C. Bauer would like to participate before the design is completed.

In response to C. Metropulos, City Manager Kersnar stated that Belmont contributed money to P³ in the last City Budget. At one time Belmont was not a member so we missed the beginning stage for this project. City Manager Kersnar thought that P³ raised the majority of its funds for the consultant through private fundraising and the Cities contributed a portion of the funds, a 90/10% split. P³ expects to raise more money from private businesses once the economy improves.

C. Warden stated that P³ would not have a say in how cities modify zoning, P³ opposed SB910 and they are categorically against imposing any restrictions on cities to be able to control their land use.

City Manager Kersnar stated that Belmont would select the sites we think are important to the El Camino Real corridor and provide planning for those specific sites.

Action: Council concurred to put this on the Number 9 list of things to prioritize and directed the City Manager to draft a letter of interest.

ADJOURNMENT at this time being 9:20 P.M this meeting was adjourned to a Closed Session.

Sheila Harrington

Deputy City Clerk

Meeting tape-recorded and videotaped

Tape No. 522

SPECIAL MEETING 9:22

CLOSED SESSION

A. Conference with Labor Negotiator, City Manager Kersnar, pursuant to Government Code Section 54957.6

1. M/MCEA

Attended by Councilmembers Metropulos, Cook, Wright, Bauer, Warden, City Manager Kersnar, Assistant City Manager Rich, Acting City Attorney Reubens. Deputy City Clerk Harrington was excused from attending.

ADJOURNMENT at this time being 9:50 P.M. this meeting was adjourned.

Sheila Harrington

Deputy City Clerk

Meeting not tape recorded.